

**MUNICIPAL ADVISORY COUNCIL ON STATEWIDE PERMITTING  
(MACSP)**

**PAWTUCKET CITY HALL**

**137 ROOSEVELT AVE., PAWTUCKET, RI**

**MAY 26, 2016**

**A meeting of the Municipal Advisory Council on Statewide Permitting (MACSP) is held Thursday, May 26, 2016, at 10:12 a.m., in the City Council Office, Room 303, Pawtucket City Hall, 137 Roosevelt Avenue, Pawtucket, RI**

**Members Present – Donald Grebien, Mayor, Pawtucket, Chairperson  
Paulette Hamilton, Town Administrator, North Smithfield  
William Riccio, Jr., Director of Public Services, Newport  
Wendy Schmidle, IT Manager, for Thomas Coyle, III, East Greenwich  
Christiaan van Dijk, MIS department, for Mayor Avedisian, Warwick**

**Also present – Shawn Selleck, Project Manager, Office of Digital Excellence**

**Derrick Pelletier, Chief of Research and Analysis, OMB  
Jack Chartier, EFO, CFI, State Fire Marshal  
Richard Goldstein, MMC, City Clerk, Pawtucket**

**Mayor Grebien presides.**

**The reading of the March 31, 2016 MACSP minutes is dispensed with and the records are APPROVED as prepared by the Clerk.**

### **Permitting Project Updates and Timelines**

**Mr. Selleck states that the target date to go live for the State Building Code Commission and the State Fire Marshal's Office is June 20, 2016.**

**They are on their 3rd or 4th round of training. They are working on special forms for the Fire Marshal's Office. They are going through testing and need to create test records. The employees are getting comfortable with the system.**

**Mr. Selleck states that a meeting has been set for June 15 for the pilot communities at Commerce RI. They have uniform applications for the system; however, all communities have their own ways of doing things. It's not uniform. The purpose of the meeting is to try to create more uniformity and discuss best practices for cities to use. The meeting is not about the system; it's about the process.**

**Ms. Schmidle states that it would be helpful to East Greenwich if the meeting is marketed to be about the process, not the system.**

**Mayor Grebien states that they should try to create 90-95% uniformity, while letting communities have their 5-10% of unique stuff.**

**MACSP**

**March 31, 2016**

**Page 2**

**Mr. Chartier states that they need to sell this to the public. They need a public launch to let people know about the new system.**

**Mr. Goldstein suggests working through the various trade associations.**

**Mayor Grebien suggests having the Governor, the Speaker and the Senate President announce this.**

**Mr. Selleck states that they are sending letters to all contractors.**

**Mr. Chartier believes that officials on the Fire side are more standardized than those on the Building side because all local Fire officials are trained through the State Fire Marshal's Office.**

**Mr. Selleck states that in his experience the Fire side and Building side officials are about the same.**

**Mr. Pelletier believes it will be helpful to have inspectors talking to**

**other inspectors about the program.**

**Ms. Hamilton talks about the importance of branding so that people who get letters regarding the program will be sure to open them.**

**Mr. Goldstein states that officials need to understand that people will be using the system on different types of computers – PCs vs. Macs – and other equipment and software. Officials must be able to explain how the system works and resolve problems for the different types of equipment.**

**Mr. Selleck states that they are looking to move quickly to get the non-pilot communities on board.**

**He states that they are looking to go live with their first pilot community in July.**

**He further states that they may launch the software next week for foster homes with the Fire Marshal's Office.**

**Mayor Grebien states that they need a strong roll-out with the Governor and legislative leaders on June 20.**

## **Next Steps**

**The next meeting of the committee will be at the call of the Chairman.**

**The meeting is adjourned at 11:04 a.m.**

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**Richard J. Goldstein, MMC, Pawtucket City Clerk**